

MANAGEMENT EMPLOYMENT OPPORTUNITY

CITY OF
LONG BEACH



FLEET MAINTENANCE SUPERINTENDENT

FINANCIAL MANAGEMENT DEPARTMENT- FLEET SERVICES BUREAU

The City of Long Beach is seeking an innovative, creative and strategic leader dedicated to the efficient administration of the City's Fleet Maintenance operation.



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



THE POSITION

The Fleet Maintenance Superintendent is an at-will position, reporting to the Fleet Services Bureau Manager in the Department of Financial Management and is responsible for managing the City's Fleet Maintenance Program for vehicles and equipment. This entails service and repair of the City's vehicle and equipment fleet, approximately 1,800 vehicles. The successful candidate will ensure vehicles provided by Fleet Services to City customer departments are consistently safe, reliable, and economical to operate.

THE BUREAU & DIVISION

The Fleet Maintenance Division is one of four divisions within the Fleet Services Bureau: Fleet Operations, Fleet Acquisition, Fleet Maintenance and Towing/Lien Sales. The Bureau has 114 positions and an FY 2016 budget of over \$51 million. The Bureau's Maintenance Division manages the repair and maintenance of over 1,800 vehicles and related equipment utilized by various City departments. The Long Beach fleet is diverse, consisting of a full array of automobiles, light to heavy trucks, street sweepers, refuse trucks, fire apparatus, boats, helicopters, and many specialized vehicles and powered equipment of various sizes and types.

EXAMPLES OF DUTIES

- Plans, directs and coordinates the City's fleet maintenance and repair program in eight facilities throughout the City through the efficient scheduling and direction of approximately 63 personnel;
- Implements and monitors a preventive maintenance program to assure cost effective maintenance and a scheduled maintenance program to provide maintenance by manufacturers' specifications;
- Responsible for daily operations including establishment of priorities, scheduling activities and employees, training of employees in new or complex tasks, conferring with suppliers for obtainment of parts, monitoring progress and revising schedules and resolving problems as they arise;
- Responsible for maintaining a comprehensive knowledge of new and evolving technologies, and SCAQMD and other regulatory requirements to determine the applicability to the City's fleet operations;
- Assists in the preparation and review of the Citywide Fleet MOU and the monthly billing of fleet expense to departments;
- Responsible for equipment management by establishing maintenance procedures, writing and reviewing detailed specifications, monitoring of contracts, maintaining necessary equipment, and evaluation of new equipment and techniques;
- Responsible for establishment of budgetary requirements, purchasing, monitoring of daily reports and logs, approval of expenditures, compiling and analyzing costs and initiating corrective measures;
- Enforces safety practices and procedures and ensures employees receive appropriate safety training;
- Implements and maintains a mechanic training and certification program to provide needed technical skills for mechanics in repair of vehicles and heavy equipment;
- Responsible for efficient management of maintenance operations through in-depth use of the City's Fleet Management Information System, Assetworks M-5;
- Supervises, hires and evaluates City staff involved with the fleet maintenance program.

CHALLENGES AND OPPORTUNITIES

The Bureau maintains equipment with in-house staff and facilities. It contracts out some of the specialized work. Long Beach has a Green Fleet and utilizes pure electric vehicles, hybrid vehicles; as well as, CNG and LNG. The Division is currently upgrading its data management systems for both fleet and fuel and will be implementing a full suite of Key Performance Indicators (KPI) in the coming year. Additionally, the fleet is undergoing an intensive recapitalization effort; it is expected to take several years, until which time current maintenance workload will remain heavy, due to an aging fleet.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in a field related to the position (e.g. Public Administration, Business Administration, Maintenance Management) and three years of direct (fleet maintenance) supervisory experience. Related experience may be substituted for the required education, an equivalent combination of training and experience along with five years of progressively responsible professional, administrative and leadership experience performing work related to fleet maintenance management. Candidates must have strong oral/written communication skills. A California Class "C" Driver's License is required.

DESIRABLE QUALIFICATIONS

Fleet industry certification such as Certified Public Fleet Professional (CPFP), Certified Automotive Fleet Manager (CAFM), etc.

SALARY + BENEFITS

The midpoint for this position is **\$92,000**. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – 12 days (96 hours) after one year of service; 15 days (120 hours) after four years, six months of service; 20 days (160 hours) after 19 years, six months of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day (8 hours) earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four floating personal holidays (8 hours per holiday).
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.
- **Flexible Spending Accounts (FSA)** – Available for health and dependent care expenses.

APPLICATION PROCESS

This recruitment will close at **11:59 p.m. on Friday, January 22, 2016**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://www.longbeach.gov/hr/jobs/employment-opportunities/>. Candidates must also complete the online supplemental questionnaire.

Following the close of filing, applications will be reviewed and those candidates determined to be the best qualified will be invited to participate in the selection process which will include an oral interview by a selection panel. The selected candidate will be required to undergo a thorough background and reference check. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request to the Department of Public Works, Personnel Services Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Employment Opportunity Employer, the Financial Management Department Values and Encourages Diversity in its Workforce.

SUPPLEMENTAL QUESTIONNAIRE

Please submit your written response to the following questions in PDF format. Responses are to be no more than two pages per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process for the Maintenance Superintendent position.

1. Describe a major project you managed that involved multiple stakeholders with competing interests. How did you balance the needs of the stakeholders and resolve their issues while ensuring the project moved forward?
2. Please give an example of how you have implemented change within an organization. What steps did you take and what challenges did you have to overcome?
3. Describe your experience managing a fleet maintenance operation. Include the size and breadth (refuse, emergency, heavy equipment, marine, etc.) of the fleet, the scope of your duties, any fleet related computer applications used and their purpose, your experience with contract management and development of vehicle specifications, and your experience with budgeting, billing, and chargeback systems.